

Procedure Manual




Title: Determination of Applicable Catalog & Recency of Credit for Graduation Purposes	Number: A6Hx2-5.30
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When changing a student's program objective (a degree type change, not an update/change to a transfer major within the AA degree), the effective term should be the next term. The only exception is once a term begins, the change can be made for the current term if it is before the 100% refund date for the earliest session that the student is enrolled. In special circumstances when a student's courses are deemed non-compliant by Financial Aid, this change can occur after the 100% refund date but before the Financial Aid Freeze Point date. These cases should be escalated to the Associate Dean for Student Services in Advising.

Once the 100% refund date has passed for the earliest session that the student is enrolled, no changes can be made until after the final day for financial aid refunds for the term (typically 2 weeks after the 100% refund date for session 4 in fall and spring terms and for session 3 for summer term). If the student is a potential term graduate, then the change will not take place until after the certificate or degree is conferred on the student's transcript for that term.

If a student is starting in session 3 and has no enrollment history for sessions 1 or 2 (including W and WN), then the current term can be used until 100% refund date for session 3. If a student is starting in session 4 and has no enrollment history for sessions 1, 2, or 3 (including W and WN), then the current term can be used until the 100% refund date for session 4.

Recommending Officer's Signature <i>Janice Stubbs</i>	Date: 11/18/19	President's Signature 	Date: 11/18/19
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